



**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

Health Canada / Santé Canada

Attn: Yvonne Murphy
Email: yvonne.murphy@canada.ca

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Health Canada
We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

**Proposition à:
Santé Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexées, au(x) prix indiqué(s).

Instructions : See Herein
Instructions: Voir aux présentes

Issuing Office – Bureau de distribution
Health Canada / Santé Canada
200, Eglantine Driveway
Tunney's Pasture
Ottawa Ontario K1A 0K9

Title – Sujet Canada's Food Guide – Youth Engagement Teams	
Solicitation No. – N° de l'invitation 1000223697	Date September 9, 2020
Solicitation Closes at – L'invitation prend fin à on / le – October 19, 2020	Time Zone Fuseau horaire 2:00 pm EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à : Name: Yvonne Murphy Email: yvonne.murphy@canada.ca Telephone – téléphone : 343.543.1965	
Destination – of Goods, Services, and Construction: Destination – des biens, services et construction : See Herein – Voir ici	
Delivery required - Livraison exigée See Herein – Voir ici	
Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Facsimile No. – N° de télécopieur : Telephone No. – N° de téléphone :	
Name and title of person authorized to sign on behalf of Vendor/firm Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
(type or print)/ (taper ou écrire en caractères d'imprimerie)	
Signature _____	Date _____



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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides Bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by Bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work and the Basis of Payment.

1.2 Summary

Please refer to Annex A – Statement of Work

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

You are invited to submit electronic copies in either official language (English or French) of both the Technical and Cost Proposals. The RFP Reference Number and the title of the Requirement must be in the subject line of your email and your proposal must be structured in accordance to section 3.1.

No price or cost information should appear in any other section of the bid. Failure to provide the Financial Bid in a separate attachment will render a bid non-responsive.

If the email including attachments is larger than 20mb, please submit your bid in separate emails to not exceed Health Canada's server limitation.

2.2.1 Bidders who submit a bid in response to this RFP agree to be bound by the instructions, clauses and conditions of the RFP and accept the terms and conditions of the resulting contract.

2.2.2 It is the Bidder's responsibility to obtain, if necessary, clarification of the requirements contained in the RFP and to prepare its bid in accordance with the instructions contained in the RFP. Enquiries must be submitted in writing to the Contracting Authority identified in Part 7, Section 7.5.1 and in accordance with section 2.4 (Enquiries).

2.2.3 The RFP documents contain all the requirements relating to the bid solicitation. Any other information or documentation provided to or obtained by a Bidder from any other source is not relevant and not part of this RFP. Bidders should not assume that practices used under previous RFPs or contracts will continue, unless they are identified in the RFP. Bidders should also not assume that their existing capabilities meet the requirements of the RFP simply because they have met previous requirements.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:



- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;



- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) working days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

2.6 Bid Challenge and Recourse Mechanisms

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)
- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

The bid must be gathered per section and separated as follows:

Section I: Technical Bid
Section II: Financial Bid
Section III: Certifications

Section I: Technical Bid

In their technical bid, Bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that Bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, Bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

Failure to comply with the following instructions will render the technical proposal non-compliant.

Technical Proposal:

- General
 - Projects must be specific to the criteria and copying/pasting the criteria does not demonstrate experience.
 - Bidders **MUST** account for all overlapping projects and ensure that the level of work effort is accurate.
- Evaluation Grids (Mandatory and Point-Rated)
 - Bidders must provide the following information in their technical response to the technical evaluation criteria:
 - Project #
 - Client Organization/Project Name
 - Duration (month/year to month/year)
 - Total level of work effort (# years/# months)

Résumé:

- For each project that is cited as experience within the technical proposal, the following information must be identified on the proposed resource's résumé:
 - The name of the client organization (to whom the services were provided);
 - A brief description of the type and scope of services that meets the identified criteria provided by the resource;
 - The dates and duration of the project (indicating the years/months of engagement and the start and end dates of the work); and
 - A description of the work as it relates to the stated mandatory or point-rated criteria.
 - For work experience to be considered, the résumé must not simply indicate the title of the individual's position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position.

Validation of Information:

- Canada reserves the right to validate any or all of the information supplied by the bidder from the supplied project reference(s) prior to contract award and will document the responses and results of the Mandatory project references.
- Canada reserves the right to interview all candidates required to validate the Mandatory Criteria and/or to adjust the points assigned in the Point-rated Criteria.
 - The candidates will be given 48 hours advance notice of the time and place of the interview.
 - The interview is expected to take no more than 45 minutes in duration.
 - The questions will relate to the information presented in the Technical Proposal and résumé of the proposed resource as it relates to the Evaluation Criteria and the Statement of Work.



4.1 Mandatory Technical Criteria

Bidders **MUST** respond to the following mandatory evaluation criteria IN THE ORDER SHOWN. Any proposal which fails to meet all of the mandatory criteria will be eliminated from further consideration and will be deemed **NON-COMPLIANT**. Only information cited in the Mandatory technical grid response will be evaluated.

FOR THE PURPOSE OF THIS EVALUATION:

1. Bidders MUST use the attached evaluation grid below to reference supporting documentation, including but not limited to CVs with detailed descriptions of tasks/activities performed, the timeframe in which those task/activities were completed, Diplomas, and/or Degrees, which clearly demonstrates compliance with each of the stated mandatory and rated criteria.

Criteria #	Corporate Mandatory Criteria	Met (Yes/No)	Cross-Reference to bid (indicate page #)
MT1	The Bidder must demonstrate in their proposal that they are a national non-governmental organization with reach across all provinces and territories. Provide explanation of organization type		
MT2	The Bidder should demonstrate that they have established connections or a network with youth organizations or youth engagement partners in all regions across Canada. Provide explanation of established connections or network		
MT3	The Bidder must demonstrate experience leading an inclusive recruitment process to ensure diverse representation of youth from variety of backgrounds (including Black, Indigenous, racialized, LGBTQ2S+, rural/remote, low socio-economic status and disability communities). Provide examples which demonstrate experience		
MT4	The Bidder must demonstrate in their proposal that they have an infrastructure and expertise within the organization that supports engagement activities in both English and French. Provide examples which demonstrate infrastructure and expertise		
MT5	The Bidder must demonstrate in their proposal that they have a minimum of five (5) years of experience within the past 7 years leading youth engagement teams and peer-to-peer engagement projects with teens ages 12-17, as well as a minimum of five (5) years of experience within the past 7 years leading youth engagement teams with young adults ages 18-25.		



	<p>The Bidder must provide the following information:</p> <ol style="list-style-type: none"> 1. Name and location of the organization for whom the service was provided; 2. Name, address, e-mail and phone number for the client contact point; 3. Description of the scope of services provided 		
MT6	<p>The Bidder must demonstrate in their proposal that they have experience leading national projects through contracts with the Government of Canada.</p> <p>The Bidder must provide the following information:</p> <ol style="list-style-type: none"> 1. Name of the GoC organization for whom the service was provided; 2. Name, address, e-mail and phone number for the client contact point; 3. Description of the scope of services provided 		

4.1.1 Point Rated Technical Criteria

In order to qualify for the rating process, proposals MUST respond to the following rated requirements IN THE ORDER SHOWN. Any proposal which fails to achieve an overall minimum technical rating of 60% will be eliminated from further consideration.

FOR THE PURPOSE OF THIS EVALUATION:

1. Bidders MUST use the attached evaluation grid below to reference supporting documentation, including but not limited to CVs with detailed descriptions of tasks/activities performed, the timeframe in which those task/activities were completed, Diplomas, and/or Degrees, which clearly demonstrates compliance with each of the stated mandatory and rated criteria.

Criteria #	Point Rated Criteria	Cross-Reference to bid (indicate page #)	Max Points
PR1	<p>The Bidder should demonstrate that they have established connections or network with youth organizations or youth engagement partners in provinces and territories across Canada. Bidders must provide list of established connections or network organizations for each province/territory.</p> <p><7 provinces/territories = 0 points 7-9 provinces/territories = 2 points 10-12 provinces/territories = 3 points All 13 provinces/territories = 5 points</p>		5 points
PR2	<p>The Bidder should demonstrate in their proposal that have experience within the last five (5) years leading youth engagement teams in areas related to health and healthy eating.</p>		5 points



	<p>Provide examples of projects for which the proposed resources have demonstrated professional work experience requested for a science-based and/or health care sector client.</p> <p>Other areas related to health = 3 points Healthy eating = 5 points</p>		
PR3	<p>The Bidder should demonstrate in their proposal that they have professional work experience on youth engagement projects. A project is defined as having a duration of at least 12 months.</p> <p>The Bidder must provide the following information:</p> <ol style="list-style-type: none">1. Name and location of the organization for whom the service was provided;2. Name, address, e-mail and phone number for the client contact point;4. Description of the scope of services provided5. The dates and duration of the project(s) (indicating the years/months of engagement and the start and end dates of the work) <p>1 point per project up to a max of 10 points</p>		10 points
PR4	<p>The Bidder should demonstrate in their proposal that they have experience developing an administering surveys for the purpose of evaluating and reporting</p> <p>Examples include:</p> <ul style="list-style-type: none">- Administering baseline surveys to help youth identify areas for learning- Administering evaluation surveys based on outcome indicators and measurements of success <p>Provide specific and distinct examples that demonstrate experience.</p> <p>1 point per example up to a max of 5 points</p>		5 points
PR5	<p>The Bidder should demonstrate in their proposal that they have experience managing youth engagement teams with regular communications</p> <p>Examples include:</p> <ul style="list-style-type: none">- Facilitating information sharing- Managing logistics and regular communications- Facilitating processes for youth to access financial supports, such as honorariums <p>1 point per example up to a max of 5 points</p>	<p>Provide specific and distinct examples that demonstrate experience.</p>	5 points
PR6	<p>The Bidder should demonstrate in their proposal that they have experience providing ongoing support,</p>	<p>Provide specific and distinct examples that demonstrate experience.</p>	5 points



	<p>capacity building and mentorship for youth to implement peer engagement activities</p> <p>Examples include:</p> <ul style="list-style-type: none"> - The development of youth knowledge mobilization plans to lead peer engagement and awareness activities at school, within communicates and through virtual forums - Facilitating virtual sessions with youth to provide training and capacity building <p>1 point per example up to a max of 5 points</p>		
Total points: Minimum Pass mark (60%)			35 points 21 Points

4.2 Basis of Selection

Basis of Selection – Highest Combined Rating of Technical Merit [80%] and Price [20%]

4.2.1.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation;
- (b) meet all the mandatory evaluation criteria; and
- (c) obtain the required minimum number of points specified in Attachment 1 to Part 4 for the point rated technical criteria.

4.2.1.2 Bids not meeting 4.2.1.1 (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.

4.2.1.3 The lowest evaluated price (LP) of all responsive bids will be identified and a pricing score (PS), determined as follows, will be allocated to each responsive bid (i): $PS_i = LP / P_i \times 20$. P_i is the evaluated price (P) of each responsive bid (i).

4.2.1.4 A technical merit score (TMS), determined as follows, will be allocated to each responsive bid (i): $TMS_i = OS_i \times 80$. OS_i is the overall score (OS) obtained by each responsive bid (i) for all the point rated technical criteria specified in Attachment 1 to Part 4, determined as follows: total number of points obtained / maximum number of points available.

4.2.1.5 The combined rating (CR) of technical merit and price of each responsive bid (i) will be determined as follows: $CR_i = PS_i + TMS_i$.

4.2.1.6 The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract. In the event two or more responsive bids have the same highest combined rating of technical merit and price, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

4.2.1.7 The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a **80/20** ratio of the technical merit and price, respectively.



Basis of Selection - Highest Combined Rating of Technical Merit (80%) and Price (20%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Score for All the Point Rated Technical Criteria	OS1: 120/135	OS2: 98/135	OS3: 82/135
Bid Evaluated Price	P1: C\$60,000	P2: C\$55,000	LP and P3: C\$50,000
Calculations	Technical Merit Score (OSi x 80)	Pricing Score (LP/Pi x 20)	Combined Rating
Bidder 1	120/135 x 80 = 71.11	50/60 x 20 = 16.66	87.77
Bidder 2	98/135 x 80 = 58.07	50/55 x 20 = 18.88	76.95
Bidder 3	82/135 x 80 = 48.59	50/50 x 20 = 20.00	68.59



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the Integrity declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

5.2.1 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

5.2.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work



history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting GoC facilities.

Information which is to be used in the development of the contracted product(s), as reference material or otherwise made available to the contractor, must be unclassified material and considered to be releasable to the public by HC/PHAC and/or the Government of Canada.

No Protected or Classified information is to be made available to the Contractor, used in the production of the contracted product, or produced as a result of this contract.



PART 7 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

7.1 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

7.2 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

7.2.1 General Conditions

2035 (2018-06-21), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.3 Security Requirements

There is no security requirement applicable to the Contract.

Unscreened contractors must be escorted by an employee or Commissionaire at all times when visiting GoC facilities.

Information which is to be used in the development of the contracted product(s), as reference material or otherwise made available to the contractor, must be unclassified material and considered to be releasable to the public by HC/PHAC and/or the Government of Canada.

No Protected or Classified information is to be made available to the Contractor, used in the production of the contracted product, or produced as a result of this contract.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of Contract to August 31, 2022 inclusive.

7.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional two (2) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:



Yvonne Murphy, Procurement and Contracting Officer
Materiel and Assets Management Division
Chief Financial Officer Branch
11th Floor, Jeanne Mance Building
200 Eglantine Driveway, Tunney's Pasture
Ottawa, Ontario, K1A 0K9
Telephone: 613.698.0515
E-mail address: yvonne.murphy@canada.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

7.5.2 Project Authority

The Project Authority for the Contract is: To Be Determined at Contract Award

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____-____-_____
Facsimile: ____-____-_____
E-mail address: _____

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

7.5.3 Contractor's Representative

To Be Determined at Contract Award

7.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.



Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes** () **No** ()

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;



- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

7.7 Payment

7.7.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price of \$XX,XXX.XX. Customs duties are excluded and Applicable Taxes are extra.

7.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$_____. Customs duties are _____ (*insert "included", "excluded" or "subject to exemption"*) and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

7.7.3 Milestones Payments

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.



7.7.4 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

- a. Direct Deposit (Domestic and International);

7.8 Invoicing Instructions

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. The description and value of the milestone claimed as detailed in Annex A;
- b. a copy of the release document and any other documents as specified in the Contract;

Invoices must be distributed as follows:

One (1) copy must be forwarded to the following address for certification and payment:

hc.p2p.east.invoices-factures.est.sc@canada.ca

7.9 Certifications and Additional Information

7.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

7.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

7.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2018-06-21), Higher Complexity - Services;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

7.12 Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.



- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".



ANNEX “A” STATEMENT OF WORK

1. TITLE

Canada’s Food Guide – Youth Engagement Teams

2. SCOPE

2.1. Introduction

This contract is to create and manage two groups of young Canadians (teens and young adults) to engage their peers on Canada’s Food Guide and provide advice on Health Canada’s healthy eating educational and awareness activities. Tasks supported through this contract include: leading a selection process and screening applications; managing daily logistics and communications with youth members; providing capacity building for youth; facilitating virtual workshops; and reporting on activities and results.

2.2. Objectives of the Requirement

The Office of Nutrition Policy and Promotion (ONPP) wants to provide an opportunity for young people to contribute to healthy eating promotion, and to ensure our efforts targeting youth are relevant.

Through this contract, a group of 15 teens (age 12-17) and a group of 15 young adults (age 18-25) from across Canada will be created and supported to engage their peers (in schools, communities, and through social media) on Canada’s Food Guide, and to provide advice to Health Canada on educational and awareness activities.

2.3. Background and Specific Scope of the Requirement

The new Canada’s Food Guide, launched in 2019, was developed as a responsive website, with online tools and resources tailored to a variety of audiences. The new Food Guide emphasizes the importance of food skills and the food environment. Health Canada continues to add new resources, recipes, tools and information to help Canadians apply dietary guidance in their daily lives.

In order to instill life-long healthy eating habits among youth, teens and young adults are target audiences for Canada’s Food Guide. Engaging youth through their peers will help amplify healthy eating messages among young Canadians and will provide Health Canada the opportunity to develop relevant and meaningful approaches and resources for this audience.

3. REQUIREMENTS

3.1. Tasks, Activities, Deliverables and/or Milestones

Recruitment

The Contractor will lead the selection process for both groups simultaneously, including:

- Develop an approach for recruitment (to be agreed upon by Health Canada);
- Screen applications;
- Conduct reference checks;
- Select up to 30 youth participants – 15 teens (age 12-17) and 15 young adults (age 18-25). Membership will include the following:
 - Both official languages;
 - A balanced mix of genders (including cis and trans youth);
 - Across all provinces and territories where possible;



- Inclusion of youth furthest away from opportunity (including Black, Indigenous, racialized, LGBTQ2S+, rural/remote, low socio-economic status and disability communities);
- Ages varied across the age ranges (12-17 for teens and 18-25 for young adults).

Activities

The Contractor will provide ongoing capacity building, facilitation and support for youth members to: learn about ONPP's dietary guidance, engage their peers on healthy eating through knowledge mobilization activities, and advise ONPP on awareness activities that target youth, as follows:

- **Learn:**
 - The Contractor will assist youth members to identify their priority areas for learning. ONPP and ONPP-identified stakeholder will provide healthy eating expertise, information and resources with the Contractor to assist with youth members learning needs.
 - The Contractor will facilitate monthly virtual workshops with youth members; 2 facilitators per meeting; approx 2 hours per meeting. ONPP representatives will participate in these workshops at appropriate intervals as agreed upon between the Contractor and ONPP. The Contractor and ONPP will co-develop the agenda for these meetings, with input from youth participants where applicable.
- **Engage:**
 - The contractor will facilitate the development of individual knowledge mobilization action plans. These plans will identify activities to engage their peers within their schools, communities or through virtual forums such as social media, on healthy eating and Canada's food guide. ONPP will provide input and advice on the action plans as required.
 - Knowledge mobilization is an umbrella term encompassing a range of activities to disseminate, transfer and action knowledge. In the case of this contract, knowledge mobilization will refer to activities that communicate and educate on the Canada's food guide healthy eating messages to increase awareness and promote its uptake among youth.
 - The Contractor will facilitate additional virtual sessions and communications with the youth members to provide training, mentorship and ongoing capacity building, to facilitate information sharing among youth, and to maintain momentum of youth learning and peer engagement activities.
- **Advise:**
 - The Contractor will facilitate the sharing of information, through meetings or e-mails, between ONPP and youth members so that youth have opportunity to provide their advice on new Canada's food guide activities and resources to ensure they are relevant and meaningful to young Canadians.

3.2. Specifications and Standards

Payment will be provided to the Contractor as per the deliverables outlined in Section 5.1: Project Schedule of this Statement of Work.

In undertaking this contact, the Contractor will ensure that the following engagement principles are applied to the management of the youth groups:

- Outcomes of interactions will be targeted, achievable and well communicated back to youth participants.



- Engagement topics and tools will be relevant to the implementation of Canada's Food Guide, as determined by ONPP, and will be relevant to youth, as determined by the youth members.
- Membership will include youth from a variety of socioeconomic and cultural backgrounds. The recruitment process will ensure diverse representation as identified in section 3.1.
- Youth will be supported to engage meaningfully and with confidence. Mentorship, capacity building and training will be provided by the contractor through virtual or in-person sessions and information sharing to ensure that youth can succeed in their engagement activities and as advisors.
- In the case that a youth member is not committed to or able to continue their involvement on the youth engagement team, the Contractor will determine the best course of action in consultation with ONPP. This may include recruiting additional members.

3.3. Technical, Operational and Organizational Environment

Virtual meetings (forum to be determined by the Contractor) should be accessible, and user-friendly for teens and young adults.

3.4. Method and Source of Acceptance

All deliverables and services rendered are subject to inspection by the Project Authority. Should any deliverable not be to the satisfaction of the Project Authority, as submitted, the Project Authority will have the right to require correction before payment will be authorized.

3.5. Reporting Requirements

In addition to the timely completion of all deliverables and the fulfillment of all obligations, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority. Communication is defined as all reasonable efforts to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in accordance with expectations.

Communication may include: regular phone calls, email and meetings. Also, the Contractor is to immediately notify the Project Authority of any issues, problems, or areas of concern in relation to any work completed under this contract, as they arise.

The Contractor will undertake an evaluation of the effectiveness of the Youth Engagement Teams, including through surveying youth participants (baseline survey and final survey), and will provide a final report on activities and results based on indicators identified by ONPP.

3.6. Project Management Control Procedures

ONPP staff will monitor the work through communications with the Contractor on regular intervals throughout the project and by reviewing documents submitted in draft and final format.

Approvals by the Project Authority will be required at the following stages:

- 1) Agreement to approach and timeline for application/screening process;
- 2) Agenda for virtual workshops that involve ONPP;
- 3) Review of knowledge mobilization plans;
- 4) Survey questions for evaluations (baseline and final survey of youth participants' knowledge and perspective of CFG, and project activities); and
- 5) Acceptance of final report.



4. ADDITIONAL INFORMATION

4.1. Canada's Obligations

Health Canada will:

- Provide a Project Authority or dedicated project manager, who will be responsible for coordinating the overall project, providing as-required direction and guidance to the Contractor, and accepting and approving the Contractor deliverables on behalf of Health Canada.
- Screen and review material and work with the Contractor to revise and enhance associated material according to the agreed upon processes and timelines.
- Monitor progress, provide required direction and timely feedback.
- Provide access to relevant materials, such as existing content in both official languages or other background material as deemed relevant by the Project Authority.

4.2. Contractor's Obligations

Unless otherwise specified, the Contractor must use its own equipment and software for the performance of this Statement of Work.

The Contractor will be responsible for ensuring appropriate coverage for privacy and legal requirements for supporting work with minors.

The Contractor will manage communications and logistics such as scheduling meetings, preparing meeting agendas and materials, and distributing honorariums, to support all activities relating to the youth engagement teams.

For all other obligations, please refer to Section 3: Requirements and Section 5: Project Schedule.

4.3. Location of Work, Work site and Delivery Point

Work by the Contractor can be completed at the Contractor's premises.

Youth members should be supported across all provinces and territories, from a range of rural and urban areas, if possible. Virtual workshops that take place via video-conference can be supported by a platform deemed appropriate by the Contractor.

Ad-hoc meetings with youth members can occur via teleconference, video-conference, or in person.

Meetings with the Project Authority can occur via teleconference, video-conference, or in person.

4.4. Language of Work

- The Contractor should have the capability to work and communicate effectively in English and French to the extent required to carry out their responsibilities in fulfilling this contract.
- Communications with Health Canada will be conducted in English.
- Any public communications from the Contractor about the youth engagement groups will be communicated in both official languages.
- Communications with youth members to be communicated in the official language of the youth members' choice.
- Virtual workshops should be provided in a way that allows youth members to fully participate in the official language of their choice.

4.5. Travel and Living



Meetings and interactions will take place virtually, and travel and living costs will not be supported for regular activities under this contract. The exception to this will be support for travel and living costs for youth members to participate in an in-person conference as identified in the Section 5: Project Schedule. The Contractor will be responsible for facilitating the logistics of all travel arrangements, and ensuring the travel of minors meets all legal requirements, including obtaining guardian signatures and the provision of chaperones.

5. PROJECT SCHEDULE

5.1. Schedule and Estimated Level of Effort (Work Breakdown Structure)

PHASE 1 OF CONTRACT October 2020 to July 2022			
Task	Responsible	Estimated Timelines	Budget and Payment date
FY 2020-21			
Provide existing materials to support planning	ONPP	Oct 2020	N/A
Initial kick-off meeting between Contractor and ONPP	ONPP and Contractor		
Provide document that outlines approach for recruitment of youth members	Contractor	Oct/Nov 2020	
Approve approach for recruitment	ONPP		
Launch recruitment process	Contractor		
Screen applications and undertake reference checks	Contractor		
Milestone 1: Youth members selected	Contractor		
Provide draft baseline survey questions to ONPP (identifies existing knowledge of CFG and initial scan of youth members' learning priorities)	Contractor	Nov-Jan 2020	
Approve baseline survey questions	ONPP		
Youth members take survey	Contractor		
Milestone 2: Baseline survey results provided to ONPP with analysis identifying key learning objectives	Contractor		
Agenda for first workshops co-developed, incorporating survey results and input of youth (introduction to roles, CFG, and youth key learning priorities)	Led by Contractor, support by ONPP	Jan 2020	
Preparation, delivery and follow-up	Contractor		
Milestone 3: First virtual workshops with ONPP, Contractor and Youth Participants (1 session per each committee)	Led by Contractor,		



	support by ONPP		
Ongoing communications for youth to develop plans to engage their peers	Contractor	Jan 2020 – Mar 2021	
Monthly virtual sessions	Contractor		
Youth start knowledge mobilization and peer engagement activities	Contractor		
Ongoing advisory support for ONPP's youth-related education and awareness activities	Contractor/ ONPP		
Milestone 4: Capacity building, knowledge mobilization activities, and ongoing advisory support	Contractor		
FY 2020-21 (Phase 1)			
FY 2021-22			
Ongoing communications for youth to develop plans to engage their peers	Contractor	Apr-July 2021	
Monthly virtual sessions	Contractor		
Ongoing knowledge mobilization and peer engagement activities	Contractor		
Ongoing advisory support for ONPP's youth-related education and awareness activities	Contractor/ ONPP		
Individual Plans finalized by June 2021 and provided to ONPP for input	Contractor		
ONPP reviews knowledge mobilization plans and provides advice and support to ensure alignment with the CFG	ONPP		
Milestone 5: Capacity building, knowledge mobilization activities, knowledge mobilization plans finalized, and ongoing advisory support	Contractor		
Ongoing knowledge mobilization and peer engagement activities	Contractor	Aug- Sept 2021	
Youth members track the outcomes and impact of their plans with support from contractor	Contractor		
Monthly virtual sessions	Contractor		
Ongoing advisory support for ONPP's youth-related education and awareness activities	Contractor/ ONPP	Oct 2021 – Mar 2022	



Milestone 6: Support for youth members to implement their knowledge mobilization plans, and ongoing advisory support	Contractor		
Youth members brought together virtually or in-person (if possible) to identify successes and challenges from their first year of work	Contractor	Date TBD between Jan-Mar 2022	
Contractor facilitates travel, logistics, accommodation, and meets legal requirements for supporting travel of participants, including minors	Contractor		
ONPP participates in the workshops	ONPP		
Draft report to identify key findings from youth participants	Contractor		
Milestone 7: Facilitation of in-person conference for youth members	Contractor		
FY 2021-22 (Phase 1)			
FY 2022-23			
Monthly virtual sessions	Contractor	Apr-May 2022	
Youth members finalize their knowledge mobilization and advisory activities with support from contractor	Contractor		
Milestone 8: Youth members finalize advisory and knowledge mobilization activities	Contractor		
Provide draft final survey questions to ONPP (identifies knowledge of CFG, summary and estimated reach of youth activities, and lessons/feedback for future consideration)	Contractor	May-July 2022	
Approve survey questions	ONPP		
Youth members take survey	Contractor		
Milestone 9a: Provide survey results and final report summarizing activities, impact, reach, and recommendations for future consideration	Contractor		
Milestone 9b: Acceptance of final report	ONPP	Aug 2022	
FY 2022-23 (Phase 1)			
PHASE 1			
PHASE 1 OF CONTRACT COMPLETE – August 2022			



Should ONPP approve the decision to move the contract into Phase 2, and should the Contractor be in agreement, the following schedule outlines the deliverables that would make up the second phase (option) of this contract. Agreement to enter into Phase 2 will be provided in writing between both parties.

Best practices and lessons learned from Phase 1 will be applied to the implementation of activities in Phase 2. Specifications, requirements and tasks of the contract may be adapted based on these learnings.

PHASE 2 OF CONTRACT Sept 2022 to August 2024			
Task	Responsible	Timeline	Budget and Payment date
FY 2022-23:			
Phase 2 kick-off meeting between Contractor and ONPP	ONPP and Contractor	Sept 2022	N/A
Check in approach for new member recruitment (carry over interested returning youth members from Phase 1 where applicable)	Contractor	Sept/Oct 2022	
Approve approach for recruitment	ONPP		
Launch recruitment process	Contractor		
Screen applications and undertake reference checks	Contractor		
Milestone 1: Youth members selected	Contractor		
Update baseline survey questions (identifies existing knowledge of CFG and initial scan of youth members' learning priorities)	Contractor	Sept/Oct 2022	
Approve baseline survey questions	ONPP		
Youth members take survey	Contractor		
Milestone 2: Baseline survey results provided to ONPP with analysis identifying key learning objectives	Contractor		
Agenda co-developed, incorporating survey results and input of youth (introduction to roles, CFG, and youth key learning priorities)	Led by Contractor, support by ONPP	Early Nov 2022	
Preparation, delivery and follow-up	Contractor		
Milestone 3: First virtual workshops with ONPP, Contractor and Youth Participants (1 session per each committee)	Led by Contractor,		



	support ONPP by		
Ongoing communications for new youth members to develop plans to engage their peers, returning members to expand activities	Contractor	Dec 2022 – Mar 2023	
Monthly virtual sessions	Contractor		
Youth start knowledge mobilization and peer engagement activities	Contractor		
Ongoing advisory support for ONPP's youth-related education and awareness activities	Contractor/ ONPP		
Milestone 4: Capacity building, knowledge mobilization activities, and ongoing advisory support	Contractor		
Youth members brought together virtually or in-person (in possible) to identify successes and challenges from their first year of work	Contractor	Date TBD between Jan-Mar 2023	
Contractor facilitates travel, logistics, accommodation, and meets legal requirements for supporting travel of participants, including minors	Contractor		
ONPP participates in the workshops	ONPP		
Draft report to identify key findings from youth participants	Contractor		
Milestone 5: Facilitation of in-person (if possible) conference for youth members	Contractor		
FY 2022-23 (Phase 2)			
FY 2023-24:			
Ongoing communications for youth to develop plans to engage their peers	Contractor	Apr-Jun 2023	
Monthly virtual sessions	Contractor		
Ongoing knowledge mobilization and peer engagement activities	Contractor		
Ongoing advisory support for ONPP's youth-related education and awareness activities	Contractor/ ONPP		
Individual Plans finalized by June 2023 and provided to ONPP for input	Contractor		
ONPP reviews knowledge mobilization plans and provides advice and support to ensure alignment with the CFG	ONPP		



Milestone 6: Capacity building, knowledge mobilization activities, knowledge mobilization plans finalized, and ongoing advisory support	Contractor		
Youth members implement their knowledge mobilization plans with support from contractor	Contractor	Jul- Sept 2023	
Youth members track the outcomes and impact of their plans with support from contractor	Contractor		
Monthly virtual sessions	Contractor		
Ongoing advisory support for ONPP's youth-related education and awareness activities	Contractor/ ONPP	Oct 2023 - Mar 2024	
Milestone 7: Support for youth members to implement their knowledge mobilization plans, and ongoing advisory support	Contractor		
Youth members brought together virtually or in-person (if possible) to identify successes and challenges from their first year of work	Contractor	Date TBD between Jan-Mar 2024	
Contractor facilitates travel, logistics, accommodation, and meets legal requirements for supporting travel of participants, including minors	Contractor		
ONPP participates in the workshops	ONPP		
Draft report to identify key findings from youth participants	Contractor		
Milestone 8: Facilitation of in-person conference for youth members	Contractor		
FY 2023-24 (Phase 2)			
FY 2024-25			
Monthly virtual sessions	Contractor	Apr-May 2024	
Youth members finalize their knowledge mobilization and advisory activities with support from contractor	Contractor		
Milestone 9: Youth members finalize advisory and knowledge mobilization activities	Contractor		
Provide draft final survey questions to ONPP (identifies knowledge of CFG, summary and estimated reach of youth activities, and lessons/feedback for future consideration)	Contractor	May-July 2024	
Approve survey questions	ONPP		
Youth members take survey	Contractor		



Milestone 10a: Provide survey results and final report summarizing activities, impact, reach, and recommendations for future consideration	Contractor		
Milestone 10b: Acceptance of final report	ONPP	Aug 2024	<i>Final installment:</i>
FY 2024-25 (Phase 2)			
PHASE 2			
PHASE 2 OF CONTRACT COMPLETE – August 2024			

6. APPLICABLE DOCUMENTS AND GLOSSARY

6.1. Applicable Documents

Access Canada’s Food Guide online suite of resources here: <https://food-guide.canada.ca/en/>

6.2. Relevant Terms, Acronyms and Glossaries

CFG – Canada’s Food Guide

ONPP – Office of Nutrition and Policy and Promotion



ANNEX "B" BASIS OF PAYMENT

Phase 1 - Milestones

Milestones Phase I	Payment Schedule	Budget
Milestone 1: Youth members selected	Nov 2020	
Milestone 2-4: Baseline survey results, first virtual workshop, ongoing capacity building, knowledge mobilization activities and advisory support provided to ONPP with analysis identifying key learning objectives	March 2021	
Milestone 5: Capacity building, piloting of knowledge mobilization activities, knowledge mobilization plans finalized, and ongoing advisory support	July 2021	
Milestone 6-7: Support for youth members to implement their knowledge mobilization plans, ongoing advisory support and facilitation of conference for youth members	February 2022	
Milestone 8-9b: Finalize advisory and knowledge mobilization activities, provide survey results and final report	August 2022	
Phase 1 Cost		

Optional Phase 2 - Milestones

Milestones Phase I	Estimated Timeline	Budget
Milestone 1: Youth members selected	October 2022	
Milestone 2-4: Baseline survey results, first virtual workshop, ongoing capacity building, knowledge mobilization activities and advisory support provided to ONPP with analysis identifying key learning objectives	March 2023	
Milestone 5-6: Facilitation of conference for youth members, capacity building, knowledge mobilization activities, ongoing support	September 2023	
Milestone 7-8: Knowledge mobilization plans, ongoing advisory support, facilitation of conference for youth members	March 2024	
Milestone 9-10b: Finalize advisory and knowledge mobilization activities, provide survey results, acceptance of final report	August 2024	
Phase 2 Cost		



Total Costs of Phase 1 and 2

Phase 1 Costs	
Phase 2 Costs	
Total Cost of Phase 1 and 2 Before Applicable Taxes	